

BIGFORK FIRE DISTRICT TRUSTEE

Meeting Minutes

February 28th, 2023

5:30pm

Trustees: Andrew Sliter, Dan Elwell, Gary Wilson

Absent Trustees: Robert Borges, Seth Price

Guests: Chief-Jeremy Patton, Morgan Angelucci, Sean Reffner, Sean Kehl, Camas Rinehart

*Meeting was recorded

1. **CALL MEETING TO ORDER/PLEDGE OF ALLEGIANCE** at 17:37
2. **GENERAL PUBLIC COMMENT** * There was no public comment.
3. **CONSENT AGENDA**
 - A. Approval of Agenda as Presented
 - B. Approval of Purchase Orders:
 - C. Approval of Meeting Minutes for January 31st, 2023 as Presented.
 - D. Approval of Reconciliation of Financial Statements and Bills Paid as Presented-For January 2023. Unaudited Financials - MD&A FY21 and FY22 as Presented.
 - E. Annual Review for Online Banking Forms: User Profiles, Customer Security, ACH Origination
 - F. Appendix I Update
 - G. Approval of resignation – KY and DF

Wilson questioned what the membership expense is. Patton explained several years ago the Department had a membership of volunteers that decided what to spend certain money on. The membership no longer exists, but this is where Christmas party expenses or any extra activities that members and employees do together. Sliter questioned the meeting minutes asking what behind means in regards to raises. The Board discussed what "behind" means and that it was the wording used in the previous meeting. The Board recommended maybe establishing a schedule to prevent this in the future. Sliter questioned changing the meeting minutes and it was explained it was mostly likely was stated on recording.

A motion to accept the consent agenda A, B, C, D, E, F, G, Wilson (1st) Sliter (2nd), no comments, all in favor, none opposed. *See green sheet for details of each line item.
4. **ITEMS FOR REPORT**
 - A. Fire Chief's Report * See attached report from Chief Jeremy Patton
5. **UNFINISHED BUSINESS-ACTION ITEMS/DISCUSSION ITEMS**
 - A. Apparatus Update-New Engine and Tender: Colorado department is expecting to have their new truck in service by the end of March and will release our truck by mid-April. Engine should be to Brindlee in April and could have possession possibly by May.

We can send someone to inspect the engine, or we can have it inspected here when it arrives.

* See sheet presented for 2008 tender from Brindlee Mountain Fire Apparatus. A couple of years ago a new tender had a price around \$248,000 but the Board decided to find a used one for under \$200,000. The used market is extremely limited now. Used are coming in now at \$225,000, which are sold before becoming available on the market. The District could have a new one built in a year. There is a shortage on chassis, but it doesn't make sense to buy used at this time. The Board asked about the CIP fund and what our current status is. Approximately \$1,500,000 per Wilson. Chief Patton explained we also will have a need for a third ambulance. Sliter moved to table discussion. Sliter wanted to make sure that there is a proper weight rating for the front axle on the new tender.

B. **New Station Update:** ThinkOne is still trying to get access to Hwy 35 confirmed on paper.

6. **NEW BUSINESS-ACTION ITEMS/DISCUSSION ITEMS**

A. **Open RFP's:** We had at least 6 vendors that stated they were going to submit proposals. The Department received two from GSS Electric. There was discussion on kilowatts.

B. **Establish Backup Power Generator Selection Committee:** Move to establish committee power generator selection committee consisting of Al Benitez, Chief Patton, and Borges, so moved Sliter (1st) Wilson (2nd), no comments, all in favor, none opposed.

C. **Finance Committee Update:** Sliter and Wilson calculated budget increases from past years by going over previous budgets and estimated revenues. The committee felt that the department was conservative on revenue and payroll which created an excess that tends to go CIP. Sliter recommended a 6% wage increase for now for the two positions. He recommended to reevaluate again once getting more accurate numbers and after evaluations. Evaluation to be done on the Chief in March.

A motion for a pay increase for Chief 6%, and for the Office administrator of 6%, retroactive to 1st of January 2023, Wilson(1st) Sliter (2nd), no comments, all in favor, none opposed.

7. **Convene into Closed Session Pursuant to MCA 2-3-203 (3):** Board did not go to close session.

8. **Reconvene into Open Session:** Board did not go to close session.

9. **GENERAL PUBLIC COMMENT** Copy of finance committee meetings was handed to the Chief * See attached.

Will be getting more information about the Tender.

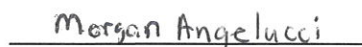
On the Engine there was discussion on sending someone to inspect, Chief Patton will bring back some recommendations.

*There was no public comment.

10. **Motion to Adjourn:** at 19:07, Wilson (1st), Sliter (2nd), no comments, all in favor, none opposed.

Minutes Approved:

 Trustee

 Recorder

BIGFORK FIRE DISTRICT TRUSTEE

"GREEN SHEET"

February 28th, 2023

CONSENT AGENDA

- A. Approval of Agenda as Presented
- B. Approval of Purchase Orders: None to approve
- C. Approval of Meeting Minutes for January 31st, 2023, as Presented
- D. Approval of Reconciliation of Financial Statements and Bills Paid as Presented-For January 2023. Unaudited Financials - MD&A FY21 and FY22 as Presented: Received from Denning, Downey, and Associates. Audit is currently in progress.
- E. Annual Review for Online Banking Forms: User Profiles, Customer Security, ACH Origination: Updated information and Elwell has signed. Copy is on file for review.
- F. Appendix I Update: Changed the base pay rate to reflect the CBA.
- G. Approval of resignation – KY and DF: Kyle Yankey has been inactive and is not replying when contacted. I am recommending a voluntary resignation due to absence of work or training. Derrel Feiker resigned.

ITEMS FOR REPORT

- A. Fire Chief's Report

UNFINISHED BUSINESS-ACTION ITEMS/DISCUSSION ITEMS

- A. Apparatus Update: I received information that the Colorado department is expecting to have their new truck in service by the end of March and will release our truck by mid-April. I also have an updated quote for a new water tender. The used market is extremely limited now. I will explain more in the meeting.
- B. New Station Update: ThinkOne is in the process of getting the highway access confirmed on paper with MDOT.

NEW BUSINESS-ACTION ITEMS/DISCUSSION ITEMS

- A. Open RFP's: They can be opened and advise who it was received from. No other information or details need to be given at this time.
- B. Establish Backup Power Generator Selection Committee: I am recommending that a committee be established to read the proposals and make recommendations about the selection of the contractor/vendor.
- C. Finance Committee Update

BIGFORK FIRE DEPARTMENT
Originated by District Board / Jeremy Fulton

FEB 28 2023

Chief JP Date 2/28/23
Trustee DL Date 2/28/23